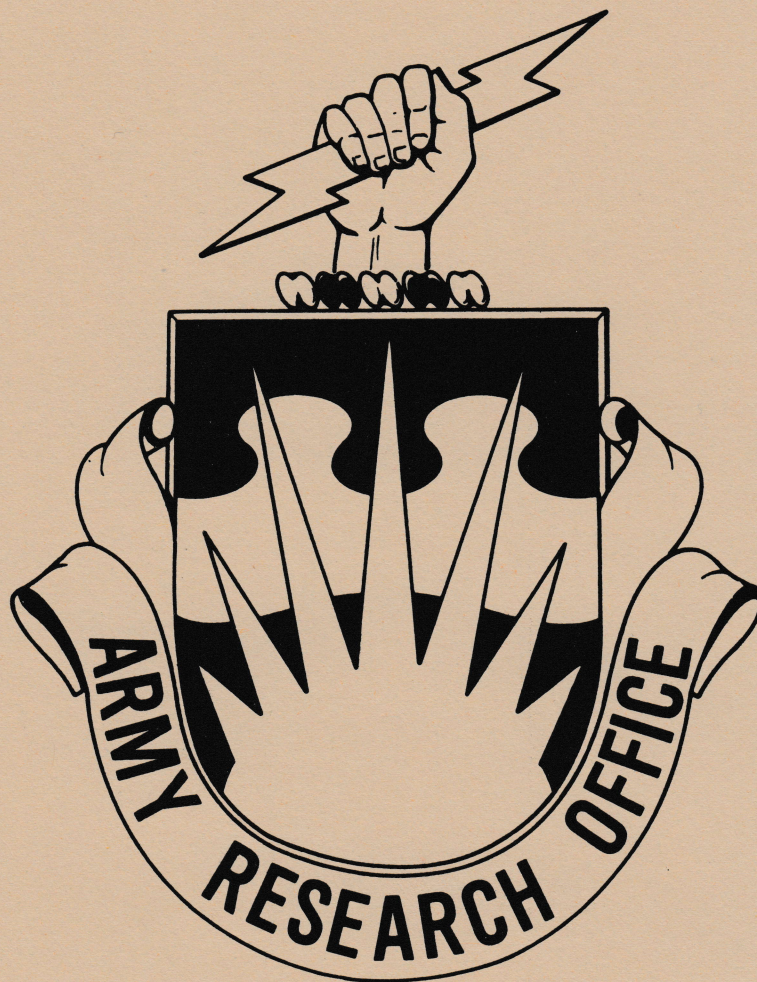


ARO-P 70-I

U. S. ARMY  
RESEARCH  
OFFICE

GUIDE FOR  
UNSOLICITED  
RESEARCH  
PROPOSALS



NOVEMBER 1983



## C O N T E N T S

### P A R T I

#### G E N E R A L I N F O R M A T I O N

	<u>Page</u>
INTRODUCTION	1
ELIGIBILITY	2
POST EMPLOYMENT CONFLICT OF INTEREST	2
GENERAL	2
DEFINITIONS	3
FIELDS OF INTEREST	4
RESTRICTIVE MARKINGS ON PROPOSALS	4
REPORTS REQUIREMENTS	5
SUBCONTRACTING	5
EQUIPMENT	5
CONFERENCES AND SYMPOSIA	5
FREEDOM OF INFORMATION ACT	6
PROPOSAL EVALUATION	6
PROPOSAL PREPARATION AND SUBMISSION	6
REFERENCES	7

### P A R T I I

#### C O N T E N T O F U N S O L I C I T E D P R O P O S A L S

INTRODUCTION	8
GENERAL	8
TECHNICAL	8
FINANCIAL	9
CONTRACTUAL	10

### P A R T I I I

#### S A M P L E P R O P O S A L S

INDUSTRIAL CONCERN  
EDUCATIONAL INSTITUTION

### P A R T I V

#### P R O P O S A L F O R M S

ARO FORM 51 - For Industrial Concerns Only  
ARO Form 51A - For Industrial Concerns Only  
ARO Form 53 - For Industrial Concerns Only  
DD Form 2222-2 - For Non-Profit and Educational Organizations Only  
DD Form 2222-3 - For Non-Profit and Educational Organizations Only  
ARO Form 72 - For Non-Profit and Educational Organizations Only



#### NOTE FOR PERSONS PREPARING PROPOSALS

This pamphlet is intended to provide information needed in preparing research proposals for submission to the Army Research Office. Both prospective principal investigators and business office personnel will find it useful. Most of the information needed by the scientist preparing the proposal will be found on pages 8 and 9. Sample proposals and blank proposal forms are included in Parts III and IV of this pamphlet. The proposal forms included in Part IV are designed to provide all required information, as set forth in Part II of this brochure, needed for contracting purposes. Use of the proposal forms will expedite award of the research contract.

#### INTRODUCTION

The U.S. Army Research Office (ARO) acquires basic research by contract from educational institutions, non-profit organizations, and private industry in the fields of mathematics and the physical, engineering, biological and geosciences. Research contracts result from unsolicited proposals submitted to ARO in accordance with the DoD acquisition regulations. As a result of 1978 legislation, ARO no longer uses grants for support of extramural research.

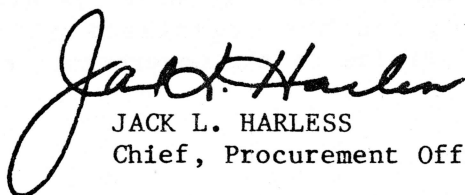
This pamphlet is published to acquaint potential offerors with ARO procedures for processing unsolicited proposals. It is the policy of the ARO to foster and encourage the submission of unsolicited proposals relating to the mission of ARO; however, to insure proper evaluation, proposals must provide the information described in this pamphlet.

The unsolicited proposal should be prepared independent of Government supervision. Organizations or individuals interested in submitting proposals to ARO, however, are encouraged to make preliminary inquiries as to the general need for the type of research effort contemplated before expending extensive effort in preparing a detailed unsolicited proposal or submitting proprietary information. The unsolicited proposal often represents a substantial investment of time and effort by the offeror, and it should present the proposed research effort in sufficient detail to allow ARO to evaluate the scientific merit and relevance of the proposed research.

The ARO encourages minority educational institutions, small business and small disadvantaged business concerns to submit unsolicited proposals for consideration.

OFFERORS ARE CAUTIONED THAT ONLY A CONTRACTING OFFICER MAY OBLIGATE THE GOVERNMENT TO ANY AGREEMENT INVOLVING EXPENDITURE OF GOVERNMENT FUNDS.

This pamphlet supersedes the ARO "Guide for Unsolicited Research Proposals" (ARO-P 70-1) brochure dated March 1981.



JACK L. HARLESS  
Chief, Procurement Office



## PART I

### GENERAL INFORMATION

#### ELIGIBILITY:

To be eligible for award of a contract, a prospective contractor (except other Governments, including state and local Governments) must meet certain minimum standards pertaining to financial resources, ability to comply with the performance schedule, prior record of performance, integrity, organization, experience, operational controls, technical skills, facilities and equipment.

#### POST EMPLOYMENT CONFLICT OF INTEREST:

There are certain post employment restrictions on former federal officers and employees, including special Government employees (Section 207 of Title 18, United States Code). If a prospective offeror believes a conflict of interest may exist, the situation should be discussed with ARO procurement and legal personnel prior to expending time and effort in preparing an unsolicited proposal.

#### GENERAL:

Short Form Research Contract (SFRC). The Defense Acquisition Regulatory (DAR) Council has approved the SFRC for awards to educational institutions and nonprofit organizations when the basis of award is an unsolicited proposal. The SFRC may be awarded on the basis of the unsolicited proposal exactly as submitted or as formally amended, provided all the information called for in this brochure is included.

Technical Correspondence. Technical Correspondence prior to submission of the proposal is intended only to convey to a prospective offeror an understanding of the Army's mission and responsibilities relative to the type of effort contemplated. Such correspondence should be handled informally at the working level and is not binding on either party. This type of correspondence should not be referenced in the proposal and will not be considered during evaluation of the proposal nor included in any official contract file.

Cost Sharing. Cost sharing under DoD contracts is encouraged in accordance with OMB Circular A-100 in the procurement of basic and applied research. Participation by contractors in the cost of conducting research projects is intended to serve the mutual interest of the DoD and the contractors by helping to assure efficient utilization of the resources available for the conduct of research projects and by promoting sound planning and prudent fiscal policies by contractors. Contractors are encouraged to contribute to the cost of performing research unless it is concluded that a request for cost sharing would not be appropriate because of any one of the following:

- (1) the research effort has only minor relevance to the commercial activities of the contractor, and the organization is proposing to undertake the research primarily as a service to the Government; or



(ii) the contractor has little or no outside sources of funds from which to make a cost contribution. Cost sharing will generally not be requested if cost sharing would mean that the Government would have to provide funds through some other means (such as fees) to enable the contractor to cost share. It is recognized that those contractors who are predominantly engaged in research and development and have little or no production or other service activities may not be in a favorable position to make a cost contribution.

#### DEFINITIONS:

A. Unsolicited Proposal. A proposal submitted to ARO on the initiative of the submitter for the purpose of obtaining a contract and which is not in response to a formal or informal request. Advertising material, commercial product offerings, contributions, or technical correspondence as defined below shall not be considered to constitute unsolicited proposals. An unsolicited proposal may also be used for conferences and symposia.

B. Technical Correspondence. Written inquiries regarding Government interest in research areas, preproposal explorations, technical inquiries and research description.

C. Research Contracts. A written agreement between the contractor and the government for acquisition of the research specified in the unsolicited proposal, which offers significant scientific or technological promise, represents the product of original thinking and was submitted in confidence by one source. A contract is awarded and administered in accordance with the provisions of the DoD acquisition regulations. A research contract may be used to fund conferences and symposia.

D. Small Business Concern. A concern that is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts, and with its affiliates employs not more than 500 employees.

E. Small Disadvantaged Business Concern. A small business concern which is at least 51 per centum owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 per centum of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of such individuals.

F. Short Form Research Contract. May be used:

- (i) whenever the principal purpose is the acquisition of research from an educational institution or a non-profit organization whose primary purpose is the conduct of scientific research;
- (ii) when the work is to be accomplished on a cost-reimbursement basis and the total estimated cost, including fee (if any), is \$10,000 or more;
- (iii) when the basis for award is an unsolicited proposal; and
- (iv) when the contract requires the delivery of designs, drawings or reports as end items.



## FIELDS OF INTEREST:

Information regarding ARO objectives and areas of interests may be obtained by contacting ARO staff members listed below and consulting the current ARO Program Guide. Copies of the Program Guide may be obtained without charge by calling the Technical Support Office (919-549-0641) or writing to Director, U.S. Army Research Office, ATTN: DRXRO-ZC, Post Office Box 12211, Research Triangle Park, North Carolina 27709.

The ARO program is organized by scientific discipline. Key ARO staff members and their fields of responsibility are:

- Dr. Walter A. Flood (atmospheric & terrestrial sciences)
- Dr. Sherry Tove (biology)
- Dr. George Wyman (chemistry)
- Dr. Jimmie R. Suttle (electronics)
- Dr. Jagdish Chandra (mathematical sciences)
- Dr. Robert E. Singleton (engineering sciences)
- Dr. George Mayer (metallurgy & materials sciences)
- Dr. Robert Lontz (physics)

If progress in certain research areas requires the interaction of several investigators, and especially if an interdisciplinary or interdepartmental approach is necessary, ARO will consider proposals for comprehensive departmental/interdisciplinary research.

Inquiries and proposals concerning the behavioral and social sciences should be addressed to the Director, U.S. Army Research Institute for Behavioral and Social Sciences, ATTN: PERI-T, 5001 Eisenhower Avenue, Alexandria, Virginia 22333. Proposals in the medical sciences should be submitted to the Commander, U.S. Army Medical Research and Development Command, ATTN: SGRD-PC, Ft. Detrick, Frederick, Maryland 21701.

## RESTRICTIVE MARKINGS ON PROPOSALS:

It is the policy of the U.S. Army Research Office to treat all unsolicited proposals as privileged information prior to award and to disclose the contents only for purposes of evaluation. Technical evaluations of these proposals normally are made by highly qualified scientists from the Government and leading scientists and other preeminent experts outside the Government to ascertain the merits of the proposal. While you may, if you wish, restrict the evaluation of your proposal to only scientists within the Government, to do so may limit the number of qualified evaluators in the field of research proposed. Therefore, we ask permission to send your proposal outside the Government if that is necessary to obtain an unrestricted evaluation by such qualified individuals.

All reviewers are made aware that proposals sent to them shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal, without the written permission of the offeror.

You should be aware that, despite all precautions, we may be able to protect the confidentiality of proposals only to the extent that they are exempt from disclosure under the Freedom of Information Act, U.S.C. 552.



Please complete ARO Form 51A (industrial contractors) or Page 2, Item A of DD Form 2222-3 (university and non-profit contractors) indicating your preference for treatment of your disclosure. Copies of these forms are provided in Part IV of this pamphlet.

Any proprietary data which the offeror intends to be used by the Army Research Office only for evaluation purposes must be identified. The offeror must also identify any technical data contained in the proposal that is to be treated by the Government as limited rights data. In the absence of such identification, the Government will be assumed to have unlimited rights in all technical data in the proposal.

#### REPORTS REQUIREMENTS:

The number and types of reports will be specified in the contractual document. The reports will be prepared and submitted in accordance with the Reporting Procedures for Contractors and Grantees of the U.S. Army Research Office which will be provided the Principal Investigator by the ARO Scientific Officer.

#### SUBCONTRACTING:

Pursuant to Section 8(d) of the Small Business Act (15 USC 637(d)), it is the policy of the Government to enable small business concerns to be considered fairly as subcontractors to contractors performing work or rendering services as prime contractors or subcontractors under Government contracts, and to assure that prime contractors and subcontractors carry out this policy.

#### EQUIPMENT:

Title to equipment or other tangible property purchased with contract funds may be vested in non-profit institutions of higher education or with non-profit organizations whose primary purpose is the conduct of scientific research. Normally title will vest in the contractor if vesting will facilitate scientific research performed by the institution or organization for the Government.

#### CONFERENCES AND SYMPOSIA:

There are DoD and Army restrictions on ARO's co-sponsorship of scientific and technical conferences and symposia. In general, these restrictions apply to co-sponsorship with industrial concerns and/or trade organizations where the principal purpose of the conference is to further the commercial interests of the concern and/or members of the organization rather than to facilitate the exchange of scientific information. Potential offerors are urged, in submitting a proposal for a conference or symposium to ARO, to submit the proposal through or obtain endorsements from non-profit scientific and technical organizations.

## FREEDOM OF INFORMATION ACT:

Records or data bearing a restrictive legend may be included in the proposal. The offeror is cautioned, however, that portions of the proposal may be subject to release under terms of the Freedom of Information Act, 5 U.S.C. 552, as amended.

## PROPOSAL EVALUATION:

Each unsolicited proposal received by ARO will be comprehensively evaluated in accordance with the criteria set forth below:

- (1) unique, innovative, or meritorious methods, approaches, or ideas which have originated with or are assembled together by the offeror that are contained in the proposed effort or activity;
- (2) overall scientific or technical merits of the proposed effort or activity;
- (3) potential contribution which the proposed effort is expected to make to the Army's specific mission, if pursued at this time;
- (4) capabilities, related experience, facilities, or techniques, or unique combinations thereof which the offeror possesses and offers, and which are considered to be integral factors for achieving the scientific or technical objective(s) of the proposal; and
- (5) qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel who are considered to be critical in achieving the objectives of the proposal.

Upon receipt of the proposal, the ARO staff will perform an initial review of its scientific merit and potential benefit to the Army mission. Proposals may be reviewed by independent evaluators. Comments of various Army installations are also obtained. The entire evaluation process normally requires several months.

Should permission not be granted for reviews by scientists outside the Government, an in-house Government review will be accomplished using the evaluation criteria outlined above. As stated earlier, the placement of unnecessary legends restricting the disclosure and use of data in proposals submitted to ARO may impede the ability of ARO to comprehensively evaluate the proposal.

Based upon the results of the reviews, consideration of the balance of emphasis within the overall program, the proposed budget, and related factors, ARO will either accept or reject the proposal.

## PROPOSAL PREPARATION AND SUBMISSION:

Proposals may be submitted at any time. In preparing a proposal it is important that the offeror keep in mind the characteristics of a suitable proposal acceptable for formal evaluation. The proposal must meet the DoD definition of an unsolicited proposal (see Definitions) and also the criteria for noncompetitive award (see below). In addition, it should include all the information specified in this brochure in order to avoid delays in evaluation.



There are restrictions on the noncompetitive award of contracts based on unsolicited proposals. A favorable comprehensive evaluation of an unsolicited proposal is not in itself sufficient justification for negotiation on a noncompetitive basis with the offeror. When a document qualifies as an unsolicited proposal but the substance (i) is available to the Government without restriction from another source, or (ii) closely resembles that of a pending competitive solicitation, or (iii) is otherwise not sufficiently unique to justify acceptance (see Proposal Evaluation), the unsolicited proposal cannot be accepted and must be returned to the submitter. Further, to permit a noncompetitive procurement, the unsolicited proposal must demonstrate a unique or innovative research concept that cannot be synopsisized in the Commerce Business Daily without disclosing the originality of thought or innovativeness of the proposed research.

A proposal for continuation of a given research project will be considered de novo along with proposals for other new research agreements. The proposal should be submitted sufficiently in advance of the termination of the existing agreement so that if it is accepted support may be continued without interruption.

Submittal of 20 copies of the proposal will expedite the evaluation process. Each copy must contain any restrictive legends (see guidance provided above). If the submitter does not have the means for preparing multiple copies, one reproducible copy may be submitted. The proposal should be mailed to:

Director  
U.S. Army Research Office  
ATTN: DRXRO-IP  
P. O. Box 12211  
Research Triangle Park, NC 27709

#### REFERENCES:

Defense Acquisition Regulation (DAR), Section 4, Parts 1, 9 and 10 and Section 7, Part 22 (Short Form Research Contracting Procedures)

DARCOM-P 70-8 GUIDE FOR VOLUNTARY UNSOLICITED PROPOSALS, 17 February 1983

DARCOM REGULATION No. 70-2 Research and Development, UNSOLICITED PROPOSALS, 18 February 1983

## PART II

### CONTENT OF UNSOLICITED PROPOSALS

Further information regarding preparation and submission of unsolicited proposals to the Army Research Office may be found in the ARO Program Guide. Sample proposals appear in Part III of this pamphlet.

#### INTRODUCTION:

The ARO awards two types of contracts. The type of contract to be negotiated will be:

Industrial Concern: Standard Contract

Educational Institution or Other Non-Profit Research Organization:  
Short Form Research Contract (SFRC)

The guidance set forth in the following parts apply to both types of agreements except where specifically noted to the contrary. Any proprietary data which the offeror intends to be used by the ARO only for evaluation purposes must be specifically identified in the proposal

#### GENERAL:

The first two pages of the proposal should consist of the following completed ARO Forms:

Industrial concerns should submit ARO Form 51 and its associated ARO Form 51A.

Educational institutions and non-profit research organizations should submit DD Form 2222-3 and associated DD Form 2222-2.

While use of these forms is not mandatory, their use will facilitate timely processing of the proposal.

#### TECHNICAL:

The technical portion of the proposal should contain the following:

1. A title and an abstract that includes a concise Statement of Work and basic approaches to be utilized. This should be on a separate page and in a form suitable for release under the Freedom of Information Act, 5 U.S.C. 552, as amended.

2. A reasonably complete discussion stating the background and objectives of the proposed work, the approaches to be considered and the level of effort to be employed. Include also the nature and extent of the anticipated results, and, if known, the manner in which the work will contribute to the accomplishment of the agency's mission.



3. The names, brief biographical information and a list of recent publications of the offeror's key personnel (including alternates, if desired) who will be involved in the research. Documentation of previous work or experience in the field of the proposer is especially important.
4. The type of support, if any, the offeror requests of ARO, e.g., facilities, equipment, materials.
5. The names of other federal, state, local agencies or other parties receiving the proposal and/or funding the proposed effort. If none, so state.
6. A statement regarding possible impact, if any, of the proposal effect on the environment.
7. A brief description of your organization. If the offeror has extensive Government contracting experience and has previously provided the information to ARO, the information need not be provided again. A statement setting forth this condition should be made.
8. The identity of facilities to be used for the work, if appropriate for an understanding of the proposal.
9. For conference/symposium proposals, biographical information need be submitted only for the conference chairperson(s); however, all individuals involved in organizing the conference must be identified along with identification of their current employer and information on any prior federal government employment.

#### FINANCIAL:

The financial portion of the proposal should contain a cost estimate for the proposed effort sufficiently detailed by element of cost for meaningful evaluation. The budget must include the total estimated cost of the project and the amount and source of project funding (e.g., funds requested from ARO and funds to be provided by the proposing organization as cost sharing, if any). The estimated project costs must be broken down for each year of the program to show the following:

1. A list of participants, not necessarily by name, showing the time and number of months to be charged by principal investigator(s), research associates, and assistants, and the total amount per year to be paid to each from the project. For proposals from universities, the time and amounts to be charged should be identified by academic year and summer effort.
2. An itemized list of permanent equipment showing the cost for each item. Permanent equipment is any article of non-expendable tangible personal property having a useful life of more than two years, and an acquisition cost of \$500 or more per unit.
3. A general description and total estimated cost of expendable equipment and supplies.

4. Contemplated expenditures for travel with brief explanation. Travel budgets exceeding \$800 per principal investigator per year, foreign travel or for travel by other than principal investigators will require special justification. Travel for students working on the research project will not be allowed.

5. Other direct costs (e.g., publications, insurance).

6. Cost for consulting services, if any, showing number of days, daily rate and estimated travel/per diem costs. The need for consulting services must be fully justified.

7. Indirect costs indicating whether rates used are fixed or provisional and the time frames to which they are applicable (e.g., a fixed rate may apply until a specified date after which the rate becomes provisional).

8. The amount and method, if any, which the proposer will share in the cost of the project. Cost sharing may be applied to any cost element; however, ARO prefers the method under which the organization agrees to recoup indirect costs at a fixed rate lower than the anticipated rate. DoD policy is to encourage cost sharing.

9. The fee, if any, which the organization proposes to assess the research project.

10. For conference/symposium show:

- a. Total projected conference cost by major cost element.
- b. Anticipated sources of conference income and amount from each.
- c. Anticipated use of funds requested from ARO.

Funds provided by ARO cannot be used to support participants from Communist countries, nor can they be used for payment to any Federal Government employee for support/subsistence or services in connection with this conference.

#### CONTRACTUAL:

The contractual portion of the proposal should contain the following: (Note: Items 1 through 7 should be included in all proposals. Items 8 and 9 pertain only to Short Form Research Contracts and are therefore required only in proposals submitted by educational institutions and other non-profit research organizations.)

1. The type of contract preferred.
2. Proposed duration of effort.

3. The identity of any organizational conflicts of interest. This should include any prior federal employment including employment as a special Government employee of the principal investigator (duties, agency with whom employed, dates of employment) within two years from the date of proposal submission. If none, so state.

4. ARO supports only unclassified research. A security clearance is not a contractual requirement. If the potential principal investigator has a security clearance, indicate the type and the Government agency that issued the clearance.

5. A completed ARO Form 53, Representations and Certificates, if the offeror is an industrial concern or a completed DD Form 2222-2, Representations and Certificates, if the offeror is an educational institution or other non-profit organization. Copies of these forms are provided in Part IV of this pamphlet. In the case of university or non-profit offerors, the offeror may reference in the proposal submission (see Item D, page 2 of DD Form 2222) a previous Representations and Certifications submission, provided the previous submission remains valid for the current proposal.

6. A list of property required to perform the proposed research, segregated as to items to be acquired with contract funds and those to be furnished by the Government. The list of property to be acquired with contract funds should be divided into two groups; one, containing items costing less than \$10,000 per unit and the other, items costing \$10,000 or more. When possible and practicable, the description or title and estimated or known cost of each item should be shown. When such information or individual items are unknown or not available, the items should be grouped by class and estimated values indicated. In addition, the offeror must include a statement as to why it is necessary to acquire the property with contract funds and express in writing his unwillingness or financial inability to acquire the items with his own resources. University and non-profit offerors may use the enclosed Equipment Statement (ARO Form 72) to express a policy determination of financial unwillingness to use private resources to acquire needed equipment for contract research. ARO will use the signed statement to process any requests to use contract funds to acquire needed equipment unless otherwise informed at the time of specific requests for contracting officer approval to acquire the equipment. Please note that DoD acquisition regulations prohibit the providing of facilities with a unit acquisition cost of less than \$10,000 to industrial contractors.

7. If the total amount of the proposal exceeds \$500,000, a statement that should your proposal be selected for negotiation you agree to prepare and submit a subcontracting plan for small business and small disadvantaged business concerns. You will be required to submit and negotiate with the contracting officer a subcontracting plan for contracting with small business and small socially and economically disadvantaged business concerns. The plan will be included in and made a part of the resultant contract. The contract cannot be executed unless the contracting officer determines that the plan provides the maximum practicable opportunity for small business and small disadvantaged business concerns to participate in the performance of the contract. Should your plan be determined acceptable and should you fail to comply with the terms of the plan, this non-compliance will be considered to be a material breach of the contract.

8. A statement that the Government may award the resulting contract in accordance with the procedures of DAR Section IV, Part 10 (Short Form Research Contract), incorporating the tendered proposal by reference (Item C, page 2, DD Form 2222-3).

9. A statement that the offeror agrees to be bound by the clauses set forth in DAR 7-2203 or 7-2204, as appropriate.



PART III

SAMPLE PROPOSALS

- A. INDUSTRIAL CONCERN
- B. EDUCATIONAL INSTITUTION

I N D U S T R I A L  
C O N C E R N

## RESEARCH PROPOSAL

COVER PAGE

DO NOT USE THIS BLOCK

DATE: 17 November 1983

1. TO: (Submit 20 copies of proposal to:) Director US Army Research Office ATTN: DRXRO-IP P. O. Box 12211 Research Triangle Park, NC 27709		2. SCIENTIFIC FIELD (X) Mathematics ( ) Geosciences ( ) Electronics ( ) Chemistry ( ) Physics ( ) Biology ( ) Engineering ( ) Materials																					
3. FROM: NAME AND ADDRESS OF OFFEROR  ABC Company Anywhere, USA  DUNS NO: 00-000-0000		4. TYPE OF BUSINESS ( ) Large ( ) Small ( ) Individual ( ) Partnership (X) Corporation, incorporated in the State of _____ Disadvantaged Business: Yes No X																					
5. TITLE:  EQUATIONS	6. REQUESTED DURATION:  2 Years	7. PROPOSAL ALSO BEING SUBMITTED TO:  ONR																					
8. REQUESTED START DATE:  1 January 1984	9. TYPE OF CONTRACT: (X) Cost Plus Fixed Fee ( ) Cost, No Fee ( ) Cost Sharing	10. PROPOSAL VALID UNTIL: (minimum 6 months) 1 January 1984																					
11. TECHNICAL REPRESENTATIVE AUTHORIZED TO CONDUCT NEGOTIATIONS: (Principal Investigator)		12. ADMINISTRATIVE REPRESENTATIVE AUTHORIZED TO CONDUCT NEGOTIATIONS:																					
<table border="0"> <thead> <tr> <th>Name</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr> <td>John Doe</td> <td>000-000-0000</td> </tr> <tr> <td>Primary</td> <td></td> </tr> <tr> <td>Mary Smith</td> <td>000-000-0000</td> </tr> <tr> <td>Alternate</td> <td></td> </tr> </tbody> </table>		Name	Telephone No.	John Doe	000-000-0000	Primary		Mary Smith	000-000-0000	Alternate		<table border="0"> <thead> <tr> <th>Name</th> <th>Telephone No.</th> </tr> </thead> <tbody> <tr> <td>Sue Brown</td> <td>000-000-0000</td> </tr> <tr> <td>Primary</td> <td></td> </tr> <tr> <td>James Jones</td> <td>000-000-0000</td> </tr> <tr> <td>Alternate</td> <td></td> </tr> </tbody> </table>		Name	Telephone No.	Sue Brown	000-000-0000	Primary		James Jones	000-000-0000	Alternate	
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Name	Telephone No.																						
Sue Brown	000-000-0000																						
Primary																							
James Jones	000-000-0000																						
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13. OFFEROR'S STATEMENTS:																							
A. The proposal ( <del>does</del> ) (does not) contain limited rights data. Limited rights data, if any, are identified in Enclosure No. <u>N/A</u> .																							
B. Disclosure preference (ARO Form 51A).																							
ENCLOSURES or Page Numbers (if page numbers precede item(s) by "pg")																							
Technical:																							
1 Title and abstract of proposed effort																							
2 Statement of Work																							
3 Discussion of background, objectives, approaches, and available facilities																							
4 Names and brief biographical information of key personnel																							
Financial:																							
5 Cost estimate detailed by cost elements on DD Form 633 or equivalent																							
5 Type of support other than financial, if any, required of the Government, e.g., facilities, equipment, materials or personnel resources																							
Administrative:																							
6 Representations and Certifications (ARO Form 53)																							
7 Statements, if applicable, regarding cost sharing, organizational conflicts of interest, status of security clearances, environmental impact, and previous organizational experience in the field covered by the proposal.																							
14. AUTHORIZED REPRESENTATIVE:																							

Typed Name: ROBERT GREEN  
Title: Contracts Manager

Signature: Robert Green  
Date Signed: 17 November 1983



**ARO POLICY STATEMENT FOR UNSOLICITED PROPOSALS FROM  
SUBMITTERS SEEKING RESEARCH CONTRACTS**

It is the policy of the US Army Research Office to treat all unsolicited proposals as privileged information prior to award and to disclose the contents only for purposes of evaluation. Technical evaluation of these proposals normally are made by highly qualified scientists from the Government and leading scientists and other preeminent experts outside the Government to ascertain the merits of the proposal. While you may, if you wish, restrict the evaluation of your proposal to only scientists within the Government, to do so may prevent it from receiving an evaluation by those most qualified in the field of your proposal. Therefore, we ask permission to send your proposal outside of Government if that is necessary to obtain an unrestricted evaluation by such qualified individuals.

All reviewers are made aware that proposals sent to them shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal, without the written permission of the offeror.

You should be aware that, despite all precautions, we may be able to protect the confidentiality of proposals only to the extent that they are exempt from disclosure under the Freedom of Information Act (see DAR 3-507.1 (c)).

Please complete the following statement indicating your preference for treatment of your disclosure.

**STATEMENT OF DISCLOSURE PREFERENCE**

ABC Company in submitting proposal EQUATIONS  
(Institution or Company) (Title)

with John Doe  
(Name)

as Principal Investigator require the following procedure be used during its evaluation:

- ☒ The data contained in this unsolicited proposal shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal, the terms of the contract shall control disclosure and use). This restriction does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction. All data contained in this proposal is subject to this restriction.

Permission is hereby granted to the Army Research Office to evaluate this proposal in accordance with its normal procedures which may include evaluation by evaluators both within and outside the Government with the understanding that written agreement not to disclose this information shall be obtained from any nongovernment evaluators.

- ☐ Restrict the evaluation of the above proposal to Government personnel only. The offeror shall mark the proposal in accordance with DAR 4-913.

17 November 1983  
Date

Robert Green  
Signature of person authorized to sign for institution

17 November 1983  
Date

John Doe  
Signature of Principal Investigator

# EQUATIONS

## ABSTRACT

[illegible]

## STATEMENT OF WORK

[illegible]

## DISCUSSION

[illegible]

Objectives:

Approaches:

[illegible]



## RESUME

**Name :** John Doe

[illegible]

BUDGET

<u>Element</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Total</u>
Salaries:			
Principal Investigator			
1/4 Time	\$000	\$000	\$000
Assistant			
1/2 Time	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Labor (A)	\$000	\$000	\$000
Materials and Supplies:			
Glassware \$ _____			
Helium @ \$ _____ tank \$ _____			
Valves, fittings, etc. \$ _____	\$000	\$000	\$000
Other Direct Costs:			
Computer Use:			
_____ hrs @ \$ _____	\$000	\$000	\$000
Travel:			
Air Fare \$ _____			
Per Diem \$ _____			
Registration Fee \$ _____			
Ground Transportation \$ _____	\$000	\$000	\$000
Publications:			
_____ pages @ \$ _____			
xeroxing \$ _____	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Direct Costs (B)	\$000	\$000	\$000
Indirect Costs			
Overhead (0% of A)	\$000	\$000	\$000
G & A (0% of B)	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Cost	\$000	\$000	\$000
Fee	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Cost & Fee	\$000	\$000	\$000

OTHER SUPPORT

A. This proposal is predicated upon rent free use of facilities accountable under Contract No. XXXX.

The cognizant Government contract officer is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

## REPRESENTATIONS AND CERTIFICATES

### 1. Contingent Fee (DAR 7-2002.1) (1974 APR)

The Offeror/Quoter represents and certifies as part of his proposal/quotation that: (Check all applicable boxes or blocks).

(a) He ( ) has, (X) has not, employed or retained any company or person (other than a full-time, bona fide employee working solely for the offeror/quoter) to solicit or secure this contract, and  
(b) he ( ) has, (X) has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror/quoter) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by the Contracting Officer. (For interpretation of the representation, including the term "bona fide employee" see Code of Federal Regulations, Title 41, Subpart 1-1.5.)

If the offeror/quoter, by checking the appropriate box provided therefore, has represented that he has employed or retained a company or person (other than a full-time bona fide employee working solely for the offeror/quoter) to solicit or secure this contract, or that he has paid or agreed to pay any fee, commission, percentage, or brokerage fee to any company or person contingent upon or resulting from the award of this contract, he shall furnish, in duplicate, a complete Standard Form 119, Contractor's Statement of Contingent or Other Fees. If offeror/quoter has previously furnished a completed Standard Form 119 to the office issuing this solicitation, he may accompany his proposal/quotation with a signed statement (a) indicating when such completed form was previously furnished, (b) identifying by number the previous solicitation or contract, if any, in connection with which such form was submitted, and (c) representing that the statement in such form is applicable to this proposal/quotation.

### 2. Certification of Nonsegregated Facilities (1970 AUG)

(Applicable to contracts, subcontracts and to agreements with applicants who are themselves performing Federally assisted construction contracts, exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause). By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at an location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.



As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES. A Certification of Nonsegregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

3. Previous Contracts and Compliance Reports (DAR 72003.14(b)(1)(B)) (1973 APR)

The offeror represents that he (X) has, ( ) has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause herein or the clause originally contained in Section 301 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114; that he (X) has, ( ) has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

4. Affirmative Action Compliance (DAR 7-2003.14(b)(2)) (1979 SEP)

The offeror represents that (1) he (X) has developed and has on file, ( ) has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or (2) he ( ) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

5. Clean Air and Water Certification (DAR 7-2003.71) (1977 JUN)

Applicable if the bid or offer exceeds \$100,000, or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject or a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.

The bidder or offeror certifies as follows:

(i) any facility to be utilized in the performance of this proposed contract is-( ), is not-(X), listed on the Environmental Protection Agency List of Violating Facilities;

(ii) he will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(iii) he will include substantially this solicitation certification, including this paragraph (iii), in every nonexempt subcontract.

6. Small Disadvantaged Business Concern (7-2003.74) (1979 JUL)

a. The offeror represents that he ( ) is, (X) is not, a small business concern owned and controlled by socially and economically disadvantaged individuals. The term "small business concern" means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. The term "small business" concern owned and controlled by socially and economically disadvantaged individuals" means a small business concern--

(1) that is at least 51 percent centum owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percentum of the stock of which is owned by one or more socially or economically disadvantaged individuals; and

(2) whose management and daily business operations are controlled by one or more such individuals.

b. The offeror shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans (such as American Indians, Eskimos, Aleuts, and native Hawaiians), and other minorities or any other individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act.

7. Woman Owned Business (DAR 7-2003.80) (1978 SEP)

In accordance with 2-201 (a)Sec.B(xx) or 3-501(b)Sec.B(xxv), insert the following provision in all solicitations except those made outside the United States.

The offeror represents that the firm submitting this offer ( ) is, (X) is not, a woman owned business. A woman-owned business is a business which is, at least, 51 percent owned, controlled and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management. For the purposes of this definition, businesses which are publicly owned, joint stock associations, and business trusts are exempted. Exempted businesses may voluntarily represent that they are or are not, women-owned if this information is available.

8. Percent Foreign Content (DAR 7-2003.81) (1978 SEP)

In accordance with 2-201(a)Sec.B(xxi), or 3-501(b)Sec.B(xxvi), insert the following provision in all solicitations except those made outside the United States.

Approximately 0 percent of the proposed contract price represents foreign content or effort.

ABC Company  
(CONTRACTOR)

1 June 1983  
(DATE)

BY: Robert Green  
(SIGNATURE)

ROBERT GREEN  
Contracts Manager  
(TYPED NAME & TITLE)

#### OTHER STATEMENTS

1. ABC Company is unwilling to share in the cost of this project because it proposes to perform the effort primarily as a service to the Government and is not requesting title to any patents which may result from this effort.
2. There are no known organizational conflicts of interest associated with the proposed project. No key personnel including the principal investigator have been previously employed by the Federal Government.
3. The proposed effort will not adversely impact upon the environment.
4. ABC Company has over 15 years experience in performing research in the field proposed. Information regarding our capabilities was previously furnished the ARO in connection with award of Contract No. XXXX.
5. The proposed research will not require access to or possession of any classified information.

E D U C A T I O N A L  
I N S T I T U T I O N



**SHORT FORM RESEARCH CONTRACT  
RESEARCH PROPOSAL  
COVER PAGE**

DATE: 17 November 1983

DO NOT USE THIS BLOCK

<b>1. TO: (Submit <u>20</u> copies of proposal to:)</b> U.S. Army Research Office ATTN: DRXRO-IP P. O. Box 12211 Research Triangle Park, NC 27709		<b>2. SCIENTIFIC FIELD</b>  Mathematics																	
<b>3. FROM: NAME AND ADDRESS OF OFFEROR</b>  University of Anywhere Anywhere, USA  IDENTIFICATION NO. 00-000-0000		<b>4. TYPE OF ORGANIZATION</b> ( <input checked="" type="checkbox"/> ) Educational Institution (    ) Other nonprofit																	
<b>5. TITLE:</b>  EQUATIONS		<b>6. REQUESTED DURATION:</b>  3 Years	<b>8. PROPOSAL ALSO BEING SUBMITTED TO:</b>  AFOSR																
		<b>7. PROPOSED AMOUNT</b>  \$ <u>000,000</u>																	
<b>9. REQUESTED START DATE:</b>  1 January 1984	<b>10. TYPE OF CONTRACT:</b> (    ) Cost Plus Fixed Fee ( <input checked="" type="checkbox"/> ) Cost, No Fee (    ) Cost Sharing		<b>11. PROPOSAL VALID UNTIL:</b> (minimum 6 months)  1 January 1984																
<b>12. PRINCIPAL INVESTIGATOR(S):</b> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 60%;">Name and Department</th><th style="width: 40%;">Telephone No.</th></tr></thead><tbody><tr><td>John Doe</td><td>000-000-0000</td></tr><tr><td>Math Department</td><td></td></tr><tr><td>Mary Smith</td><td>000-000-0000</td></tr><tr><td>Math Department</td><td></td></tr></tbody></table>		Name and Department	Telephone No.	John Doe	000-000-0000	Math Department		Mary Smith	000-000-0000	Math Department		<b>13. ADMINISTRATIVE REPRESENTATIVE AUTHORIZED TO CONDUCT NEGOTIATIONS:</b> <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 60%;">Name</th><th style="width: 40%;">Telephone No.</th></tr></thead><tbody><tr><td>Sue Brown</td><td>000-000-0000</td></tr><tr><td>James Jones</td><td>000-000-0000</td></tr></tbody></table>		Name	Telephone No.	Sue Brown	000-000-0000	James Jones	000-000-0000
Name and Department	Telephone No.																		
John Doe	000-000-0000																		
Math Department																			
Mary Smith	000-000-0000																		
Math Department																			
Name	Telephone No.																		
Sue Brown	000-000-0000																		
James Jones	000-000-0000																		
<b>14. OFFEROR'S STATEMENTS:</b> <p style="margin-left: 40px;">See Page 2</p> <p>ENCLOSURES or Page Numbers (if page numbers, precede item(s) by "pg")</p> <p>Technical:</p> <ul style="list-style-type: none"><li><u>1</u> Title and abstract of proposed effort</li><li><u>2</u> Statement of Work</li><li><u>3</u> Discussion of background, objectives, approaches, and available facilities</li><li><u>4</u> Names and brief biographical information of key personnel</li></ul> <p>Financial:</p> <ul style="list-style-type: none"><li><u>5</u> Cost estimate detailed by cost elements on DD Form 633 or equivalent</li><li><u>6</u> Type of support other than financial, if any, required of the Government, e.g., facilities, equipment, materials or personnel resources</li></ul> <p>Administrative:</p> <ul style="list-style-type: none"><li><u>7</u> Statements, if applicable, regarding cost sharing, organizational conflicts of interest, status of security clearances, environmental impact, and previous organizational experience in the field covered by the proposal.</li><li><u>8</u> Statement as to why it is necessary to acquire property, if any, with contract funds (see DAR 13-301 (a)).</li></ul>																			
<b>15. AUTHORIZED REPRESENTATIVE:</b> <table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%;">Typed Name: <u>ROBERT GREEN</u></td><td style="width: 50%;">Signature: <u>Robert Green</u></td></tr><tr><td>Title: <u>Director, Contracts &amp; Grants</u></td><td>Date Signed: <u>17 November 1983</u></td></tr></table>				Typed Name: <u>ROBERT GREEN</u>	Signature: <u>Robert Green</u>	Title: <u>Director, Contracts &amp; Grants</u>	Date Signed: <u>17 November 1983</u>												
Typed Name: <u>ROBERT GREEN</u>	Signature: <u>Robert Green</u>																		
Title: <u>Director, Contracts &amp; Grants</u>	Date Signed: <u>17 November 1983</u>																		

SHORT FORM RESEARCH CONTRACT  
RESEARCH PROPOSAL  
Page 2

**OFFEROR'S STATEMENTS:**

A. DISCLOSURE PREFERENCE. The proposal shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal, the terms of the contract shall control disclosure and use). This restriction does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction. All data contained in this proposal is subject to this restriction.

(X) Permission is hereby granted to evaluate this proposal in accordance with your normal procedures which may include evaluation by evaluators both within and outside the Government with the understanding that written agreement not to disclose this information shall not be required of or obtained from any such evaluators.

( ) Restrict the evaluation of the above proposal to Government Personnel only. The offeror shall mark the proposal in accordance with DAR 4-913.

B. LIMITED RIGHTS DATA. Limited rights data, if any, contained in this proposal are identified in Enclosure N/A or page(s) No. N/A.

C. CONTRACT CLAUSES. By signature on Page 1 of this Proposal the offeror authorizes award of a contract in accordance with the provisions of DAR Section IV, Part 10 and agrees to be bound by the contract clauses contained in DAR 7-2203 or 7-2204, as appropriate, in effect on the date of this proposal or such other date as may be mutually agreed upon.

D. REPRESENTATIONS AND CERTIFICATIONS.

( ) Representations and Certifications pertaining to Contingent Fee, Certification of Nonsegregated Facilities, Previous Contract Compliance Reports, Affirmative Action Compliance and Clean Air and Water and Environmental Impact Statement were furnished your office on \_\_\_\_\_. These representations and certifications remain valid and are appropriate for the subject proposal. No facility to be used for the proposed research has been the subject of a conviction under the Clean Air Act or the Federal Water Pollution Control Act.

(X) The comprehensive Representations and Certifications as cited above have not been submitted. The attached Representations and Certifications have been developed in connection with the subject proposal and:

( ) should be used only in connection with the subject proposal.

(X) may be used not only for the subject proposal but as a comprehensive submission for possible use with prospective unsolicited proposals.

E. ADVANCE PAYMENTS (APPLICABLE ONLY TO OFFERORS WITH EXISTING PAYMENT AGREEMENTS WITH DoD):

Advance payments will be made for performance of this SFRC pursuant to the terms and conditions of the Advance Payment Pool Agreement dated 17 January 1982 between the Department of the Navy and the contractor, University of Anywhere. The provisions of that Agreement are hereby incorporated by reference in this SFRC with the same force and effect as though fully set forth herein. If this SFRC is awarded by the Department that entered into the Advance Payment Pool Agreement with the Contractor, this SFRC shall be paid by Navy Disbursing Office, Anywhere

\* and deemed a "designated pool contract" for the purpose of said Agreement. If this SFRC contract is awarded by one of the other military departments or the Defense Logistics Agency, it will be deemed a "pool contract" for the purpose of said Agreement and, notwithstanding other provisions of this SFRC, all payments hereunder will be by check drawn payable to the dual payee, "Department of the Navy or University of Anywhere (Contractor)" and forwarded to Navy Disbursing Office, Anywhere

\* for appropriate disposition.

\*Insert name and address of paying office designated by the Agreement.

## REPRESENTATIONS AND CERTIFICATIONS

### 1. Contingent Fee (DAR 7-2002.1) (1974 APR)

On behalf of the Offeror, the undersigned represents and certifies that: (a) the Offeror ( ) has (X) has not employed or retained any company or person (other than a full-time, bona fide employee working solely for the Offeror) to solicit or secure this contract, and (b) the Offeror ( ) has (X) has not paid or agreed to pay any company or person any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract.

### 2. Certification of Nonsegregated Facilities (1970 AUG)

The Offeror ( ) does (X) does not maintain or provide for its employees any segregated facilities, and ( ) will (X) will not permit any of its employees to perform their service at any location under its control where segregated facilities are maintained. It is agreed that a breach of this certification is a violation of the Equal Opportunity clause in this contract. It is further agreed that identical certificates will be obtained from proposed subcontractors prior to the award of subcontractors exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be maintained in the Offeror's files; and that the notice required by DAR 7-2003.14 (b) (1) (A) will be forwarded to such proposed subcontractors.

### 3. Previous Contracts and Compliances Reports (DAR 7-2003.14 (b) (1) (B) (1973 APR)

The Offeror (X) has ( ) has not participated in previous contracts subject to the Equal Employment Opportunity Clauses listed in DAR 7-2003.14 (b) (1) (B) and (X) has ( ) has not filed all required compliance reports. Representations indicating submission of required compliance reports, signed by proposed subcontractors will be obtained prior to subcontract awards.

### 4. Affirmative Action Compliance (DAR 7-2003.14 (b) (2) (1979 SEP)

The Offeror (X) has ( ) has not developed and (X) has ( ) does not have on file affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 6-2).

### 5. Organizational Conflicts of Interest (DAR 4-906 (c) (vi) (1977 AUG)

- (X) There are no known organizational conflicts of interest.  
( ) Information is provided as an appendix concerning a potential or real organizational conflict of interest.

### 6. Clean Air and Water (DAR 7-2003.71 (1977 JUN)

The Offeror certifies as follows:

- (i) any facility to be utilized in the performance of this proposed contract ( ) is (X) is not, listed on the Environmental Protection Agency List of Violating Facilities;
- (ii) he will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and
- (iii) he will include substantially this solicitation certification, including this paragraph (iii), in every nonexempt subcontract.

### 7. Partial Immunity to Tort Liability (DAR 7-402.26 (a)) (1962 SEP)

The Offeror ( ) does (X) does not claim partial immunity to tort liability as a state or charity institution.

Name of Offeror: University of Anywhere

Signature: Robert Green

Typed Name: ROBERT GREEN

Title: Director, Contracts & Grants

Date Signed: 1 June 1983

Subject: Equipment Acquisition Statement

U.S. Army Research Office  
ATTN: DRXRO-PR  
P.O. Box 12211  
Research Triangle Park, NC 27709

Gentlemen:

This is to inform you that as part of our equipment policy, we are unwilling to contribute to equipment costs under current contracts with ARO and any prospective contracts awarded to us by the ARO.

In the event our policy changes, we will notify you at the time we request specific equipment acquisition approval.

Contractor: University of Anywhere  
Signature: Robert Green  
Typed Name: ROBERT GREEN  
Title: Director, Contracts & Grants  
Date Signed: 1 June 1983

# EQUATIONS

## ABSTRACT

[illegible]



## STATEMENT OF WORK

[illegible]

## DISCUSSION

[illegible]

Objectives:

Approaches:

[illegible]

## RESUME

Name : John Doe

[illegible]

BUDGET

<u>Element</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Salaries:				
Principal Investigator				
10% AY, 1 mo summer	\$000	\$000	\$000	\$000
Research Assistant				
50% of Time	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Salaries	\$000	\$000	\$000	\$000
Fringe Benefits	\$000	\$000	\$000	\$000
Materials and Supplies:				
Glassware \$				
Helium @ \$ tank \$				
Valves, fittings, etc. \$	\$000	\$000	\$000	\$000
Other Direct Cost:				
Computer Use:				
hrs @ \$	\$000	\$000	\$000	\$000
Travel:	\$000	\$000	\$000	\$000
Air Fare \$				
Per Diem \$				
Registration Fee \$				
Ground Transportation \$	\$000	\$000	\$000	\$000
Publications:				
pages @ \$				
xeroxing \$	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Direct Cost	\$000	\$000	\$000	\$000
Indirect Cost ( % of MTDC)	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Total Project Cost	\$000	\$000	\$000	\$000
Less Cost Sharing	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>	<u>\$000</u>
Net Government Share	\$000	\$000	\$000	\$000



P A R T   I V

P R O P O S A L   F O R M S

ARO FORM 51       -   INDUSTRIAL CONTRACTORS

DD FORM 2222-3   -   EDUCATIONAL AND OTHER NONPROFIT ORGANIZATIONS



## RESEARCH PROPOSAL

COVER PAGE

DO NOT USE THIS BLOCK

DATE:

1. TO: (Submit 20 copies of proposal to:)

Director  
US Army Research Office  
ATTN: DRXRO-IP  
P. O. Box 12211  
Research Triangle Park, NC 27709

2. SCIENTIFIC FIELD

( ) Mathematics ( ) Geosciences  
( ) Electronics ( ) Chemistry  
( ) Physics ( ) Biology  
( ) Engineering ( ) Materials

3. FROM: NAME AND ADDRESS OF OFFEROR

4. TYPE OF BUSINESS

( ) Large ( ) Small  
( ) Individual ( ) Partnership  
( ) Corporation, incorporated in the  
State of \_\_\_\_\_

DUNS NO:

Disadvantaged Business: Yes No

5. TITLE:

6. REQUESTED  
DURATION:

7. PROPOSAL ALSO BEING SUBMITTED TO:

8. REQUESTED START DATE:

9. TYPE OF CONTRACT:

( ) Cost Plus Fixed Fee  
( ) Cost, No Fee  
( ) Cost Sharing

10. PROPOSAL VALID UNTIL:  
(minimum 6 months)11. TECHNICAL REPRESENTATIVE AUTHORIZED TO CON-  
DUCT NEGOTIATIONS: (Principal Investigator)NameTelephone No.

Primary

Alternate

12. ADMINISTRATIVE REPRESENTATIVE  
AUTHORIZED TO CONDUCT NEGOTIATIONS:NameTelephone No.

Primary

Alternate

13. OFFEROR'S STATEMENTS:

A. The proposal (does) (does not) contain limited rights data. Limited rights data, if any, are identified in Enclosure No.

B. Disclosure preference (ARO Form 51A).

ENCLOSURES or Page Numbers (if page numbers precede item(s) by "pg")

Technical:

\_\_\_\_ Title and abstract of proposed effort

\_\_\_\_ Statement of Work

\_\_\_\_ Discussion of background, objectives, approaches, and available facilities

\_\_\_\_ Names and brief biographical information of key personnel

Financial:

\_\_\_\_ Cost estimate detailed by cost elements on DD Form 633 or equivalent

\_\_\_\_ Type of support other than financial, if any, required of the Government, e.g., facilities, equipment, materials or personnel resources

Administrative:

\_\_\_\_ Representations and Certifications (ARO Form 53)

\_\_\_\_ Statements, if applicable, regarding cost sharing, organizational conflicts of interest, status of security clearances, environmental impact, and previous organizational experience in the field covered by the proposal.

14. AUTHORIZED REPRESENTATIVE:

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**ARO POLICY STATEMENT FOR UNSOLICITED PROPOSALS FROM  
SUBMITTERS SEEKING RESEARCH CONTRACTS**

It is the policy of the US Army Research Office to treat all unsolicited proposals as privileged information prior to award and to disclose the contents only for purposes of evaluation. Technical evaluation of these proposals normally are made by highly qualified scientists from the Government and leading scientists and other preeminent experts outside the Government to ascertain the merits of the proposal. While you may, if you wish, restrict the evaluation of your proposal to only scientists within the Government, to do so may prevent it from receiving an evaluation by those most qualified in the field of your proposal. Therefore, we ask permission to send your proposal outside of Government if that is necessary to obtain an unrestricted evaluation by such qualified individuals.

All reviewers are made aware that proposals sent to them shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal, without the written permission of the offeror.

You should be aware that, despite all precautions, we may be able to protect the confidentiality of proposals only to the extent that they are exempt from disclosure under the Freedom of Information Act (see DAR 3-507.1 (c)).

Please complete the following statement indicating your preference for treatment of your disclosure.

**STATEMENT OF DISCLOSURE PREFERENCE**

\_\_\_\_\_ in submitting proposal \_\_\_\_\_  
(Institution or Company) (Title)

\_\_\_\_\_ with \_\_\_\_\_  
(Name)

as Principal Investigator require the following procedure be used during its evaluation:

- ☐ The data contained in this unsolicited proposal shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal, the terms of the contract shall control disclosure and use). This restriction does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction. All data contained in this proposal is subject to this restriction.

Permission is hereby granted to the Army Research Office to evaluate this proposal in accordance with its normal procedures which may include evaluation by evaluators both within and outside the Government with the understanding that written agreement not to disclose this information shall be obtained from any nongovernment evaluators.

- ☐ Restrict the evaluation of the above proposal to Government personnel only. The offeror shall mark the proposal in accordance with DAR 4-913.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person authorized to sign for institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal Investigator

## REPRESENTATIONS AND CERTIFICATES

### 1. Contingent Fee (DAR 7-2002.1) (1974 APR)

The Offeror/Quoter represents and certifies as part of his proposal/quotation that: (Check all applicable boxes or blocks).

(a) He ( ) has, ( ) has not, employed or retained any company or person (other than a full-time, bona fide employee working solely for the offeror/quoter) to solicit or secure this contract, and (b) he ( ) has, ( ) has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror/quoter) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by the Contracting Officer. (For interpretation of the representation, including the term "bona fide employee" see Code of Federal Regulations, Title 41, Subpart 1-1.5.)

If the offeror/quoter, by checking the appropriate box provided therefore, has represented that he has employed or retained a company or person (other than a full-time bona fide employee working solely for the offeror/quoter) to solicit or secure this contract, or that he has paid or agreed to pay any fee, commission, percentage, or brokerage fee to any company or person contingent upon or resulting from the award of this contract, he shall furnish, in duplicate, a complete Standard Form 119, Contractor's Statement of Contingent or Other Fees. If offeror/quoter has previously furnished a completed Standard Form 119 to the office issuing this solicitation, he may accompany his proposal/quotation with a signed statement (a) indicating when such completed form was previously furnished, (b) identifying by number the previous solicitation or contract, if any, in connection with which such form was submitted, and (c) representing that the statement in such form is applicable to this proposal/quotation.

### 2. Certification of Nonsegregated Facilities (1970 AUG)

(Applicable to contracts, subcontracts and to agreements with applicants who are themselves performing Federally assisted construction contracts, exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause). By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at an location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES. A Certification of Nonsegregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

3. Previous Contracts and Compliance Reports (DAR 72003.14(b)(1)(B)) (1973 APR)

The offeror represents that he ( ) has, ( ) has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause herein or the clause originally contained in Section 301 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114; that he ( ) has, ( ) has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

4. Affirmative Action Compliance (DAR 7-2003.14(b)(2)) (1979 SEP)

The offeror represents that (1) he ( ) has developed and has on file, ( ) has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or (2) he ( ) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

5. Clean Air and Water Certification (DAR 7-2003.71) (1977 JUN)

Applicable if the bid or offer exceeds \$100,000, or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject or a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.

The bidder or offeror certifies as follows:

(i) any facility to be utilized in the performance of this proposed contract is-( ), is not-, ( ), listed on the Environmental Protection Agency List of Violating Facilities;

(ii) he will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U. S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(iii) he will include substantially this solicitation certification, including this paragraph (iii), in every nonexempt subcontract.

6. Small Disadvantaged Business Concern (7-2003.74) (1979 JUL)

a. The offeror represents that he ( ) is, ( ) is not, a small business concern owned and controlled by socially and economically disadvantaged individuals. The term "small business concern" means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. The term "small business" concern owned and controlled by socially and economically disadvantaged individuals" means a small business concern--

(1) that is at least 51 percent centum owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percentum of the stock of which is owned by one or more socially or economically disadvantaged individuals; and

(2) whose management and daily business operations are controlled by one or more such individuals.

b. The offeror shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans (such as American Indians, Eskimos, Aleuts, and native Hawaiians), and other minorities or any other individuals found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act.

7. Woman Owned Business (DAR 7-2003.80) (1978 SEP)

In accordance with 2-201 (a)Sec.B(xx) or 3-501(b)Sec.B(xxv), insert the following provision in all solicitations except those made outside the United States.

The offeror represents that the firm submitting this offer ( ) is, ( ) is not, a woman owned business. A woman-owned business is a business which is, at least, 51 percent owned, controlled and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management. For the purposes of this definition, businesses which are publicly owned, joint stock associations, and business trusts are exempted. Exempted businesses may voluntarily represent that they are or are not, women-owned if this information is available.

8. Percent Foreign Content (DAR 7-2003.81) (1978 SEP)

In accordance with 2-201(a)Sec.B(xxi), or 3-501(b)Sec.B(xxvi), insert the following provision in all solicitations except those made outside the United States.

Approximately \_\_\_\_\_ percent of the proposed contract price represents foreign content or effort.

\_\_\_\_\_  
(CONTRACTOR)

BY: \_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TYPED NAME & TITLE)



**SHORT FORM RESEARCH CONTRACT  
RESEARCH PROPOSAL  
COVER PAGE**

DATE:

DO NOT USE THIS BLOCK

1. TO: (Submit _____ copies of proposal to:)		2. SCIENTIFIC FIELD	
3. FROM: NAME AND ADDRESS OF OFFEROR  IDENTIFICATION NO. _____		4. TYPE OF ORGANIZATION ( ) Educational Institution ( ) Other nonprofit	
5. TITLE:		6. REQUESTED DURATION:	8. PROPOSAL ALSO BEING SUBMITTED TO:
		7. PROPOSED AMOUNT  \$ _____	
9. REQUESTED START DATE:	10. TYPE OF CONTRACT: ( ) Cost Plus Fixed Fee ( ) Cost, No Fee ( ) Cost Sharing		11. PROPOSAL VALID UNTIL: (minimum 6 months)
12. PRINCIPAL INVESTIGATOR(S):  Name and Department                      Telephone No.  _____  _____		13. ADMINISTRATIVE REPRESENTATIVE AUTHORIZED TO CONDUCT NEGOTIATIONS:  Name                      Telephone No.  _____  _____	
14. OFFEROR'S STATEMENTS: See Page 2 ENCLOSURES or Page Numbers (if page numbers, precede item(s) by "pg") Technical: ____ Title and abstract of proposed effort ____ Statement of Work ____ Discussion of background, objectives, approaches, and available facilities ____ Names and brief biographical information of key personnel Financial: ____ Cost estimate detailed by cost elements on DD Form 633 or equivalent ____ Type of support other than financial, if any, required of the Government, e.g., facilities, equipment, materials or personnel resources Administrative: ____ Statements, if applicable, regarding cost sharing, organizational conflicts of interest, status of security clearances, environmental impact, and previous organizational experience in the field covered by the proposal. ____ Statement as to why it is necessary to acquire property, if any, with contract funds (see DAR 13-301 (a)).			

15. AUTHORIZED REPRESENTATIVE:

Typed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

SHORT FORM RESEARCH CONTRACT  
RESEARCH PROPOSAL  
Page 2

**OFFEROR'S STATEMENTS:**

A. DISCLOSURE PREFERENCE. The proposal shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the proposal without the written permission of the offeror (except that if a contract is awarded on the basis of this proposal, the terms of the contract shall control disclosure and use). This restriction does not limit the Government's right to use information contained in the proposal if it is obtainable from another source without restriction. All data contained in this proposal is subject to this restriction.

- ( ) Permission is hereby granted to evaluate this proposal in accordance with your normal procedures which may include evaluation by evaluators both within and outside the Government with the understanding that written agreement not to disclose this information shall not be required of or obtained from any such evaluators.
- ( ) Restrict the evaluation of the above proposal to Government Personnel only. The offeror shall mark the proposal in accordance with DAR 4-913.

B. LIMITED RIGHTS DATA. Limited rights data, if any, contained in this proposal are identified in Enclosure \_\_\_\_\_ or page(s) No. \_\_\_\_\_.

C. CONTRACT CLAUSES. By signature on Page 1 of this Proposal the offeror authorizes award of a contract in accordance with the provisions of DAR Section IV, Part 10 and agrees to be bound by the contract clauses contained in DAR 7-2203 or 7-2204, as appropriate, in effect on the date of this proposal or such other date as may be mutually agreed upon.

D. REPRESENTATIONS AND CERTIFICATIONS.

- ( ) Representations and Certifications pertaining to Contingent Fee, Certification of Nonsegregated Facilities, Previous Contract Compliance Reports, Affirmative Action Compliance and Clean Air and Water and Environmental Impact Statement were furnished your office on \_\_\_\_\_. These representations and certifications remain valid and are appropriate for the subject proposal. No facility to be used for the proposed research has been the subject of a conviction under the Clean Air Act or the Federal Water Pollution Control Act.
- ( ) The comprehensive Representations and Certifications as cited above have not been submitted. The attached Representations and Certifications have been developed in connection with the subject proposal and:
- ( ) should be used only in connection with the subject proposal.
- ( ) may be used not only for the subject proposal but as a comprehensive submission for possible use with prospective unsolicited proposals.

E. ADVANCE PAYMENTS (APPLICABLE ONLY TO OFFERORS WITH EXISTING PAYMENT AGREEMENTS WITH DoD):

Advance payments will be made for performance of this SFRC pursuant to the terms and conditions of the Advance Payment Pool Agreement dated \_\_\_\_\_ between the Department of \_\_\_\_\_ and the contractor, \_\_\_\_\_. The provisions of that Agreement are hereby incorporated by reference in this SFRC with the same force and effect as though fully set forth herein. If this SFRC is awarded by the Department that entered into the Advance Payment Pool Agreement with the Contractor, this SFRC shall be paid by \_\_\_\_\_ \* and deemed a "designated pool contract" for the purpose of said Agreement. If this SFRC contract is awarded by one of the other military departments or the Defense Logistics Agency, it will be deemed a "pool contract" for the purpose of said Agreement and, notwithstanding other provisions of this SFRC, all payments hereunder will be by check drawn payable to the dual payee, "Department of the \_\_\_\_\_ or \_\_\_\_\_ (Contractor)" and forwarded to \_\_\_\_\_

\* for appropriate disposition.

\*Insert name and address of paying office designated by the Agreement.

## REPRESENTATIONS AND CERTIFICATIONS

### 1. Contingent Fee (DAR 7-2002.1) (1974 APR)

On behalf of the Offeror, the undersigned represents and certifies that: (a) the Offeror ( ) has ( ) has not employed or retained any company or person (other than a full-time, bona fide employee working solely for the Offeror) to solicit or secure this contract, and (b) the Offeror ( ) has ( ) has not paid or agreed to pay any company or person any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract.

### 2. Certification of Nonsegregated Facilities (1970 AUG)

The Offeror ( ) does ( ) does not maintain or provide for its employees any segregated facilities, and ( ) will ( ) will not permit any of its employees to perform their service at any location under its control where segregated facilities are maintained. It is agreed that a breach of this certification is a violation of the Equal Opportunity clause in this contract. It is further agreed that identical certificates will be obtained from proposed subcontractors prior to the award of subcontractors exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be maintained in the Offeror's files; and that the notice required by DAR 7-2003.14 (b) (1) (A) will be forwarded to such proposed subcontractors.

### 3. Previous Contracts and Compliances Reports (DAR 7-2003.14 (b) (1) (B) (1973 APR)

The Offeror ( ) has ( ) has not participated in previous contracts subject to the Equal Employment Opportunity Clauses listed in DAR 7-2003.14 (b) (1) (B) and ( ) has ( ) has not filed all required compliance reports. Representations indicating submission of required compliance reports, signed by proposed subcontractors will be obtained prior to subcontract awards.

### 4. Affirmative Action Compliance (DAR 7-2003.14 (b) (2) (1979 SEP)

The Offeror ( ) has ( ) has not developed and ( ) has ( ) does not have on file affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 6-2).

### 5. Organizational Conflicts of Interest (DAR 4-906 (c) (vi) (1977 AUG)

- ( ) There are no known organizational conflicts of interest.
- ( ) Information is provided as an appendix concerning a potential or real organizational conflict of interest.

### 6. Clean Air and Water (DAR 7-2003.71 (1977 JUN)

The Offeror certifies as follows:

- (i) any facility to be utilized in the performance of this proposed contract ( ) is ( ) is not, listed on the Environmental Protection Agency List of Violating Facilities;
- (ii) he will promptly notify the Contracting Officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and
- (iii) he will include substantially this solicitation certification, including this paragraph (iii), in every nonexempt subcontract.

### 7. Partial Immunity to Tort Liability (DAR 7-402.26 (a)) (1962 SEP)

The Offeror ( ) does ( ) does not claim partial immunity to tort liability as a state or charity institution.

Name of Offeror: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Subject: Equipment Acquisition Statement

U.S. Army Research Office  
ATTN: DRXRO-PR  
P.O. Box 12211  
Research Triangle Park, NC 27709

Gentlemen:

This is to inform you that as part of our equipment policy, we are unwilling to contribute to equipment costs under current contracts with ARO and any prospective contracts awarded to us by the ARO.

In the event our policy changes, we will notify you at the time we request specific equipment acquisition approval.

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_